

**THE UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA**

TO: All Interested Parties

DATE: July 2, 2003

SUBJECT: After-hours Filing Procedures For Non-Electronic Filers via Facsimile

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Pursuant to Administrative Order FLMB-2003-2 dated July 2, 2003, please note the following procedures for after-hours filing of petitions and other papers. **This procedure shall only be used for the sole purpose of filing papers after Clerk's Office public hours of operation of 8:30 am to 4:00 pm. This procedure is not to be used as a convenience to any party. Accordingly, any paper received by facsimile after 12:00 midnight to 4:00 pm on a workday will be discarded.**

1. The first page and the signature page must be received by facsimile no earlier than 4:01 pm eastern standard time and no later than 12:00 midnight eastern standard time. **Only send these two pages of the document. If more than one document, send first and signature page of each document.**
2. The original document together with any required fee must be received and time stamped by the Clerk's Office no later than 12:00p.m. eastern standard time of the next business day of the Court. **It is incumbent upon the party filing the document to notify the Clerk's Office that a copy of the document was transmitted by facsimile the previous day.**
3. Upon receipt of the original document and fee, if any, the Clerk will stamp the following notation on the document:

"This document is deemed filed on \_\_\_\_\_ pursuant to  
Administrative Order FLMB-2003-2 governing after-hours filing"
4. If the original document is not received timely, the Clerk will note the fact and the facsimile will have no force or effect.
5. The Clerk's Office will not assign a case number or adversary number to a document until the original is filed with the Court. The Clerk will not acknowledge the filing of the document to any creditor or other party until the original is filed.
6. Documents filed in accordance with the above procedures will be deemed filed on the date and at the time printed on the document by the facsimile machine in the Clerk's Office.

**Tampa Facsimile Telephone Number – (813) 301-5112  
Orlando Facsimile Telephone Number – (407) 648-6051  
Jacksonville Facsimile Telephone Number – (904) 301-6494**